

Whistleblower Protection



Policy Statement

Rural Industries Skill Training Centre Incorporated (RIST) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of RIST, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that RIST can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about any potential or perceived violation of RIST's code of ethics or suspected violations of law or regulations that govern RIST's operations.

No Retaliation

It is contrary to the values of RIST for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of RIST. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

RIST has an open-door policy and encourages employees and others share their questions, concerns, suggestions or complaints with the Operations Manager, either in person or in writing.

If you are not comfortable addressing your question, concern, suggestion or complaint with the Operations Manager or you are not satisfied with their response, you are encouraged to speak with the Chief Executive Officer (CEO), or the Chairman of the Board (if the concern relates to the CEO). If these personnel are the subject of your concern, any member of the Board may be approached.

All questions, concerns, suggestions or complaints about suspected ethical and legal violations must be documented in writing by the Operations Manager. The outcome of any investigation will be recorded and reported to the Board by the CEO, or their delegate.

Operations Manager

The RIST Operations Manager is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. They will advise the CEO and/or the Board of all complaints and their resolution and will report at least annually to the CEO and/or Chairman of the Board on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The RIST Operations Manager, Accountant and/or CEO shall immediately notify the Chairman of the Board of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The RIST Operations Manager or CEO will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.